

Quinsigamond Community College

Minutes of the Learning Council

May 14, 2013

Members Present: Dadbeh Bigonahy, Sheri Boisseau, James Brown, Deborah Coleman, Philomena D'Alessandro, Colleen Doherty, Tara Fitzgerald-Jenkins, Renee Gould, Leslie Horton, Jane June, Linda LeFave, Andrea MacRitchie, Eric mania, Brenda Marshall, Susan Mellace, Carol Murphy, Lisa Palmer, Dilip Patel, Steve Rayshick, Kathy Rentsch, Nancy Schoenfeld, Jane Shea, Anita Soracco, John Stazinski, Ken Wong, Maureen Woolhouse, Meg Yoder

Ex Officio: Pat Toney

Members Absent: Linda Grochawalski, Kathy Manning, Meghan Martin, Mary Newman, Arpi Payaslian, Jim Rice,

1. Curriculum

Business & Technology Division

Course Revision - ERG 101

Motion

- To change the prerequisite of ERG 101: Engineering Graphics from MAT 099 Intermediate Algebra to MAT 124 College Mathematics II: Trigonometry.

Motion was seconded.

Discussion: None.

Vote: Unanimous; To approve the proposal as submitted, effective FA 2014.

Course Revision - ACC 231

Motion

- That there be three changes made to the ACC 231 Computerized Accounting course.
- The first change is a change in the course description to add the development of an accounting software system for a small business and to encourage the students to take the Quickbook Certified Users Exam.
- The second change is to add an additional credit, to accommodate the additional lab time necessary for students to prepare for the Quickbook certified users exam.
- The third change is to remove the ACC 101 prerequisite.

- It was noted that a friendly amendment was made: A friendly amendment was made and accepted to add the following course prerequisites:
 - Passing ENG 091 with a grade of C or higher and passing ENG 096 departmental writing final examination essay or appropriate placement score.
 - MAT 090 with a “C” or better on the MAT 090 departmental final exam or placement by the Computerized Placement Test.

Motion was seconded.

Discussion:

1. It was suggested that given the extent of the proposed revisions, this action was more likely a New Course proposal rather than a Course Revision proposal.
 - a. A motion to amend this Course Revision proposal to a New Course proposal was made.
 - b. Motion was seconded.
 - c. **Vote: To approve the amendment of the Course Revision proposal to a New Course proposal.**

Amended Main Motion

- To introduce the following new course: *ACC Ixx Accounting Software for Small Business* with the following prerequisites:
 - Passing ENG 091 with a grade of C or higher and passing ENG 096 departmental writing final examination essay or appropriate placement score.
 - MAT 090 with a “C” or better on the MAT 090 departmental final exam or placement by the Computerized Placement Test.

Motion was seconded.

Discussion: None.

Vote:

To approve new course *ACC Ixx Accounting Software for Small Business* with the following prerequisites:

- **Passing ENG 091 with a grade of C or higher and passing ENG 096 departmental writing final examination essay or appropriate placement score.**
- **MAT 090 with a “C” or better on the MAT 090 departmental final exam or placement by the Computerized Placement Test.**

Effective FA 2013

Please Note: This amended motion will be reflected in all appropriate places in all course documents.

New Course Proposal – BKK 101, BKK 102

Motion:

- That two new courses, BKK 101 Bookkeeping I and BKK 102 Bookkeeping II, be approved.

Motion was seconded.

Discussion: None.

Vote: To approve the introduction of two new courses BKK 101 Bookkeeping I and BKK 102 Bookkeeping II, effective FA 2013.

New Certificate Programs – Accounts Payable/Accounts Receivable Certificate & Full Charge Bookkeeper Certificate

Motion 1

- That a new certificate, Accounts Payable/Accounts Receivable, be approved.

Motion was seconded.

Discussion: None.

Vote: Unanimous; To approve the Accounts Payable/Accounts Receivable Certificate, effective FA 2013.

Motion 2

- That a new certificate, Full Charge Bookkeeper, be approved.

Motion was seconded.

Discussion: There were questions regarding the second bullet in the Program Notes section which read as follows: *BKK 101 (Required in Accounts Payable/Accounts Receivable Certificate) and BKK 102 together will equal ACC 101.*

After much discussion, a vote was taken.

Vote: To reject the proposal that a new certificate, Full Charge Bookkeeper, be approved. Yes: 13; No: 14.

Before Motion 3, a motion was made to suspend RR's in order to reopen discussion on the Full Charge Bookkeeper Certificate proposal and reconsider the motion to approve. There was a second. Suspending the rules is not debatable.

Vote: Unanimous to suspend the rules.

Motion 3

To reconsider the proposal that a new certificate, Full Charge Bookkeeper, be approved.

Motion was seconded.

Vote: To reconsider the proposal that a new certificate, Full Charge Bookkeeper, be approved.

Motion 4

That a new certificate, Full Charge Bookkeeper, be approved with the following amendment:

- That the statement that reads “BKK 101 (Required in Accounts Payable/Accounts Receivable Certificate) and BKK 102 together will equal ACC 101.” is removed and referred back to the department for further consideration AND that all such references are removed from all places within the current governance proposal.

Motion was seconded.

Vote: To approve new certificate, Full Charge Bookkeeper, be approved with the following amendment:

- **That the statement that reads “BKK 101 (Required in Accounts Payable/Accounts Receivable Certificate) and BKK 102 together will equal ACC 101.” is removed and referred back to the department for further consideration AND that all such references are removed from all places within the current governance proposal.**

Effective: FA 2013.

HealthCare Division

New Course Proposal – ALH 134, ALH 136

Motion

- That two new courses, ALH 134 Phlebotomy/EKG Technician and ALH 136 Phlebotomy/EKG Technician Clinical Co-Operative Externship, be approved.

Motion was seconded.

Discussion: None.

Vote: Unanimous to approve as presented, effective FA 2013.

Certificate Revision – Emergency Medical Services – Paramedic Technician

Motion:

- That there be two revisions made to the Emergency Medical Services Certificate-Paramedic Technician.
 - The first change is to remove BIO 140 Introduction to the Human Body.
 - The second change is to replace BIO 140 with BIO 100 Principles of Human Biology.

Motion was seconded.

Discussion: The following friendly amendment for ALH 134 was made to add 45 lecture hours and 0 Lab hours AND for ALH 136 to add 45 lab hours and 200-300 Clinic hours on the New Course proposal forms.

Vote: To approve with the friendly amendment noted above, effective FA 2013.

New Course Proposal – PHA 101, PHA 102

Motion:

- That two new courses, PHA 101 Introduction to Public Health and PHA 102 Introduction to Global Health, be approved.

Motion was seconded.

Discussion: There were several questions regarding course focus and content. An amendment by general consent was made to allow PHA 102 to be available as a Multiple Perspectives elective.

Vote: To approve two new courses, PHA 101 Introduction to Public Health and PHA 102 Introduction to Global Health, AND that PHA 102 Introduction to Global Health to be available as a Multiple Perspectives elective, effective SP 2014.

Human Service & Science

Course Revision – BIO 101, BIO 141

Motion 1

- That the following changes be made to BIO 101 General Biology: Core Concepts.
 - The first change is to update the course description to reflect its preparation for students entering the health care fields.
 - The second change is to substitute the ENG 101 co-requisite for a prerequisite of ENG 100 or appropriate placement score.

Motion was seconded.

Discussion: None.

Vote: To approve the changes BIO 101 as presented, effective SP 2014.

Motion 2

- That the title of BIO 141 be Biology of Sex and made uniform across the QCC systems.

Motion was seconded.

Vote: To approve as presented, effective FA 2013.

Math & Social Sciences

Course Revision – PSY 231

Motion:

- That the PSY 231 Introduction to Counseling course description be changed to the wording in the agenda to better reflect course content, enhance transferability and differentiate it from PSY 235.

Motion was seconded.

Discussion: None.

Vote: To approve as presented, effective SP 2014.

2. Membership of Learning Council

Motion 1

- Reconsider the vote on the motion that the Director of Career & Academic Planning be added to the Learning Council Membership. (Note: This motion does not delete the position from the membership.)

Motion was seconded.

Discussion: None

Vote: Unanimous to reconsider the motion that the Director of Career & Academic Planning be added to the Learning Council membership.

Motion 2

- Add the position of Director of Career & Academic Planning to the Learning Council Membership and that a voice vote be taken, instead of a paper ballot.

Motion was seconded.

Discussion: It was noted that the advising area is currently represented on the Learning Council by the Dean of Career and Academic Advising.

Vote: To reject the motion that the Director of Career & Academic Planning be added to the Learning Council Membership.

3. Subcommittee update on Review of Procedure for Course/Program Approval

Ken Wong, chair of the subcommittee, provided the report of the subcommittee appointed to review the Procedure for Course/Program Approval.

The subcommittee met last Tuesday and discussed how they would conduct business. Ken Wong is the chair of the subcommittee and Mary Newman is the secretary. All votes taken will be recorded. The subcommittee discussed their charge from the Chair of the Learning Council, along with the current procedure for course/program approval. The faculty senate's proposal was also discussed. It was noted that both proposals were based off of the current Academic Affairs structure. Since the Academic Affairs structure will be different next semester, the subcommittee decided that they would not put forth any recommendations at this time and will reconvene in the fall.

4. Other: Items of New Business

Point of information: At the last forum on Tuesday, May 7, the proposed Web and Social Media Policy was voted on and recommended by the college community to President Carberry.

Point of Information: At the last forum, there was discussion about policies moving directly from the Governance Steering Committee (GSC) to the forum, without first being discussed in all the governance councils. The GSC representatives from each council have the ability to forward policies to their council for consideration, before the policies go to the forum for a vote. The GSC is working on distributing the policies and GSC agendas to the college community in advance of the GSC meetings, so that the college community can contact their GSC representative(s) to let them know that they would like a policy brought to a particular council before it goes to the forum. The current Learning Council representatives on the GSC are Philomena D'Alessandro, Kathy Rentsch and Linda Lefave. If any member of the Learning Council has another idea on how to improve the communication of policies, please e-mail one of the GSC representatives. Keep in mind that Learning Council members also have the ability to discuss a policy, vote against a policy and/or propose an amendment to a policy at the forum, as well.

Point of Information: Currently, the members on the other governance councils have a two-year term from FA 2012 to SP 2014. However, because of the new Academic Affairs structure in the fall, your Learning Council term ends this semester and a new election will be held at the September Division or College meeting. The newly elected members will then finish out the last year of the two-year governance term.

5. Meeting adjourned at 3:35 pm.

Approved